

**PURPOSE**

The purpose of this plan is to maintain a safe working environment for the employees of Davie County by preventing injury or illness usually caused by emergency situations. The purpose of this document is to meet the requirements of the Occupational Health and Safety Act (OSHA) standards and NC FIRE CODE.

**INFORMATION SOURCES**

Information for this policy was obtained from OSHA Standard 1910.36, 37, 38(a), 120, 157, 165).

**RESPONSIBILITIES**

Department Directors will be accountable for the proper instruction of their employees. The Director must ensure that the employees understand their particular roles in any given emergency situation and that they receive the appropriate training that is required by the regulations at the time of hire and with any changes in procedure.

The employees must become familiar with the requirements of this standard and what their particular assignment is in any given emergency situation. Each employee must be able to recognize potential hazards and alert the appropriate supervisor or safety committee member.

**FIRE PREVENTION PLAN**

This plan will address

- (1) Listing of major workplace fire hazards
- (2) The names and job titles of employees who are responsible for maintaining equipment and systems installed to prevent or control ignitions or fires
- (3) The names and job titles of employees responsible for control of fuel source hazards
- (4) Housekeeping procedures
- (5) Training requirements
- (6) Maintenance of heat producing equipment

Each Department Director will develop and maintain a list of:

- ✓ **Major workplace fire hazards**
- ✓ **Employees and job titles for those responsible for maintaining fire prevention equipment (eg sprinkler systems, fire alarm systems, etc.)**
- ✓ **Employees and job titles of those responsible for control of fuel source hazards.**

## Fire Prevention Plan

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### **Housekeeping**

Directors are responsible for controlling the accumulation of flammable and combustible waste materials.

### **Training**

Each employee will be informed of the fire hazards of the materials and processes to which they are exposed and of this fire prevention plan. This training will be done at initial assignment and at the time of changes in this plan. Employees may review this plan at any time.

### **Maintenance**

Directors, in conjunction with the Fire Marshal's Office, will maintain this plan, fire prevention procedures, and equipment or systems installed on heat producing equipment to prevent accidental ignition or combustible materials.

### **Fire Prevention Procedures**

1. Maintain good housekeeping. Storage areas must be kept clean and orderly. Combustibles may not be stored around electrical panels or heat producing appliances.
2. Fire extinguishing equipment will be prominently displayed, labeled for usage, and kept clear for easy access at all times. Equipment must be appropriately inspected monthly and maintained annually.
3. Employees must know the location and function of fire extinguishers. All use of fire extinguishers must be immediately reported to the immediate supervision to ensure replacement or recharging.
4. Water type extinguishers cannot be used on electrical fires because of the danger of electrocution and equipment damage. Water type extinguishers may be used for class A fires only (wood, paper, rags, etc.).
5. Oily rags and other flammable waste must be kept in covered metal containers and removed from the building as soon as possible.
6. Cleaning solutions that have flammable properties must be kept in approved safety containers and must be clearly labeled.
7. Gasoline may not be used for cleaning purposes. Gasoline used in small quantities in shops for fueling engines must be handled and dispensed of in approved safety containers and contents must be labeled. Under no circumstances can gasoline be used to start a fire.
8. When transferring flammable liquids, the filler nozzle must touch the equipment / container to guard against the buildup of static electrical charge. Never over fill containers to allow room for expansion of the liquid.

## Fire Prevention Plan

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9. Compressed gas cylinders must be stored upright and secured in place with a chain, belt, or metal holder. Caps must be placed on cylinders when not in use. Oxygen and fuel containers must be stored separately.
10. The use of matches for lighting purposes is strictly forbidden. Do not enter dark places, basements, cellars, without proper light.
11. The use of open flames, especially with candles, is not allowed in county buildings.
12. Exits will remain free and clear of obstructions and will be unlocked or allow exiting with one hand when occupied.
- 13. The use of portable heaters is NOT permitted in any building owned or occupied by the County.**
14. Areas outside the buildings and yard storage areas must be kept free of dry grass and weeds and outside waste storage must be kept at least 20' from buildings.

### **EVALUATION OF PLAN**

*An inspection to evaluate the implementation of this plan will be conducted in each department annually. Results will be reported to the Safety Team and to the Department Directors when an area for improvement is identified.*

*Annual fire drills will be conducted for each county building and an evaluation of the drills will be documented and submitted to the Safety Representative. The Safety Team will review results from annual fire drills for each department to identify areas for improvement.*